

## **H96DA Executive Director**

- Coordinate/schedule the Visitors Centers day to day operation with:
  - The H96DA
  - The Town of Ninety Six
  - The Ninety Six Chamber of Commerce
- Coordinate volunteer opportunities at the Visitors Center
- Coordinate manpower needed for Visitors Center operation schedule
  - Note: Visitors Center should be manned during posted schedule.
- Coordinate maintenance and cleanup (floors, dusting, bathrooms) for the Visitors Center
- Accountable for H96DA petty cash fund
- Provide information about Ninety Six and surrounding areas to Ninety Six visitors
- Promote Ninety Six through participation with the following:
  - Greenwood County Visitors Council
  - South Carolina Heritage Corridor
  - Old Ninety Six Tourism
- Solicit and apply for grant opportunities
- Coordinate H96DA events with planning committee
- Coordinate/schedule monthly H96DA BOD meetings
- Provide detailed monthly activity report to the H96DA BOD.